



Australian Government

Department of Education, Employment and Workplace Relations

PSPPM405A Administer simple projects

Revision Number: 1

PSPPM405A Administer simple projects

Modification History

Not applicable.

Unit Descriptor

Unit descriptor

This unit covers the administration of a straightforward project or a discrete component of a larger project by staff who are not specialists in project management. The unit focuses on the application of project management skills and the requirement to meet timelines, quality standards, budgetary limits and other requirements set for the project. It includes defining the project, developing a project plan, administering and monitoring the project, finalising the project and reviewing the project to identify lessons learnt for application to future projects. Contract management requirements are not included as this aspect is addressed by units of competency within the Competency field of *Procurement and Contract Management*.

Units of competency for specialist project managers at this level include *PSPPM401B Design simple projects*, *PSPPM402B Manage simple projects* and *PSPPM403B Close simple projects*. The unit of competency for specialist project officers is *PSPPM404A Carry out simple project activities*.

This unit and the 3 project management competencies for specialist project managers (PSPPM401B - PSPPM403B) are mutually exclusive and may not contribute to the same qualification.

This unit has been drawn from, and is equivalent to *BSBCM419A Manage projects*, from the Business Services Training Package.

Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

Employability skills This unit contains employability skills..

Elements and Performance Criteria Pre-Content

Elements are the essential outcomes of the unit of competency. Together, performance criteria specify the requirements for competent performance. Text in *bold italics* is explained in the Range Statement following.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

1. Define project

- 1.1 Project scope and other relevant documentation are accessed in accordance with organisational policy and procedures
- 1.2 Project stakeholders are identified and their interest in or relationship to the project is established
- 1.3 Clarification is sought from delegating authority of any issues related to the project and project parameters
- 1.4 Limits of own responsibility and reporting requirements are confirmed
- 1.5 Relationship of the project to other projects and to the organisation's objectives is clarified
- 1.6 Available resources to undertake the project are determined and accessed in accordance with organisational requirements

2. Develop detailed project plan

- 2.1 A project plan is developed that identifies in detail how the project will be executed and managed in relation to the project parameters
- 2.2 Project management tools are identified and accessed in accordance with project requirements
- 2.3 A communication strategy and risk management plan that address the project, organisational and legislative requirements are contained within the project plan
- 2.4 A timeline for completion of activities and a budget, developed and approved in accordance with organisational procedures, are included within the project plan
- 2.5 Stakeholders' understanding of and agreement to fulfil the project requirements and their roles and responsibilities are confirmed
- 2.6 Project plan is finalised and any necessary approvals are gained to commence the project according to the documented plan

3. Administer and monitor project

- 3.1 Support is provided to ensure that the quality of the expected deliverables of the project and documented timelines are met
- 3.2 Required recordkeeping systems are established and maintained throughout the project
- 3.3 Component plans that identify how key aspects of the project will be managed are implemented and monitored in accordance with set requirements
- 3.4 Project reports are completed and forwarded as required in accordance with the project communication strategy
- 3.5 Risk management is undertaken in accordance with the project plan to ensure project requirements are achieved in accordance with the project plan

ELEMENT**PERFORMANCE CRITERIA**

- 3.6 Project deliverables are completed to the required standard, in the required timeframe and within budget
- 4. Finalise project**
- 4.1 Any financial recordkeeping associated with the project is completed and checked for accuracy
- 4.2 Staff involved in the project are de-briefed before assignment to new or previous roles
- 4.3 Project documentation is completed and signed off in accordance with organisational procedures
- 5. Review project**
- 5.1 Project deliverables and processes are reviewed against the project scope and plan
- 5.2 Stakeholders are involved in the review of the project
- 5.3 Lessons learnt from the project are documented and reported in accordance with organisational requirements

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the essential skills and knowledge and their level, required for this unit.

Skill requirements

Look for evidence that confirms skills in:

- detailing requirements, writing recommendations and preparing reports requiring complex language structures and precision of expression
- negotiating timelines, roles and responsibilities with team members
- communicating with stakeholders using a range of communication styles to suit different audiences and purposes
- responding to diversity, including gender and disability
- leading and managing a project team
- managing time and costs
- using project management tools
- applying quality management techniques including testing and auditing as appropriate
- applying workplace safety procedures in line with project requirements
- accessing/preparing information electronically or in hard copy

Knowledge requirements

Look for evidence that confirms knowledge and understanding of:

- legislation, organisational policies and procedures that may impact on the project and management of the project, for example:
 - public sector codes of ethics/conduct
 - occupational health and safety and environment and sustainability
 - project governance requirements
 - quality standards
 - risk management
 - procurement
 - human resources
 - equal employment opportunity, equity and diversity principles
 - organisational structure and lines of authority within organisation
 - project management tools to suit the projects administered
 - evaluation techniques for projects

Evidence Guide

EVIDENCE GUIDE

The Evidence Guide specifies the evidence required to demonstrate achievement in the unit of competency as a whole. It must be read in conjunction with the Unit descriptor, Performance Criteria, the Range Statement and the Assessment Guidelines for the Public Sector Training Package.

Units to be assessed together

- *Pre-requisite* units that must be achieved prior to this unit: *Nil*
- *Co-requisite* units that must be assessed with this unit: *Nil*
- *Co-assessed units* that may be assessed with this unit to increase the efficiency and realism of the assessment process include, but are not limited to:

PSPETHC401A Uphold and support the values and principles of public service

PSPGOV402B Deliver and monitor service to clients

PSPGOV403B Use resources to achieve work unit goals

PSPGOV404B Develop and implement work unit plans

PSPGOV411A Deal with conflict

PSPGOV412A Use advanced workplace communication strategies

PSPGOV422A Apply government processes

PSPLEGN401A Encourage compliance with legislation in the public sector

PSPOHS401B Implement workplace safety procedures and programs

PSPPROC410A Administer contracts

- *Excluded units* that may not contribute to the same qualification as this unit:

PSPPM401B Design simple projects

PSPPM402B Manage simple projects

PSPPM403B Close simple projects

Overview of evidence requirements

In addition to integrated demonstration of the elements and their related performance criteria, look for evidence that confirms:

- the knowledge requirements of this unit
- the skill requirements of this unit
- application of the Employability Skills as they relate to this unit (see Employability Summaries in Qualifications Framework)
- administration of simple projects in a range of (3 or more) contexts (or occasions, over time)

EVIDENCE GUIDE

Resources required to carry out assessment

These resources include:

- legislation, guidelines, procedures and protocols relating to project management
- workplace project documentation
- scenarios and case studies
- examples of project management tools

Where and how to assess evidence

Valid assessment of this unit requires:

- a workplace environment or one that closely resembles normal work practice and replicates the range of conditions likely to be encountered when administering projects, including coping with difficulties, irregularities and breakdowns in routine
- evidence of administration of simple projects in a range of (3 or more) contexts (or occasions over time)

Assessment methods should reflect workplace demands, such as literacy, and the needs of particular groups, such as:

- people with disabilities
- people from culturally and linguistically diverse backgrounds
- Aboriginal and Torres Strait Islander people
- women
- young people
- older people
- people in rural and remote locations

Assessment methods suitable for valid and reliable assessment of this competency may include, but are not limited to, a combination of 2 or more of:

- case studies
- demonstration
- portfolios
- questioning
- scenarios
- authenticated evidence from the workplace and/or training courses

For consistency of assessment

Evidence must be gathered over time in a range of contexts to ensure the person can achieve the unit outcome and apply the competency in different situations or environments

Range Statement

RANGE STATEMENT

The Range Statement provides information about the context in which the unit of competency is carried out. The variables cater for differences between States and Territories and the Commonwealth, and between organisations and workplaces. They allow for different work requirements, work practices and knowledge. The Range Statement also provides a focus for assessment. It relates to the unit as a whole. Text in *italics* in the Performance Criteria is explained here.

Project scope and other relevant documentation refers to

- project proposal
- tender documents
- contract or other agreement
- project plan or summary
- other documents outlining:
 - expected outcomes of the project
 - inclusions and exclusions from project
 - timeframes for project
 - quality standards for project
- project resources

Policy and procedures may include

- government legislation (Federal, State and Local) affecting organisation's administration such as:
 - public sector management acts
 - financial management and accounting legislation and regulations
 - privacy legislation
 - environmental/sustainability legislation
- government and organisational guidelines and procedures relating to:
 - project governance
 - resourcing
 - security
 - strategic plans
 - recruitment
 - risk management
 - procurement guidelines
 - designation approvals
 - industrial agreements

Stakeholders may include

- project sponsor/funding bodies
- clients or customers (internal and external)
- industry
- other agencies
- general public

RANGE STATEMENT

- relevant interest groups
 - unions
 - functional areas
 - the organisation's senior management
 - Ministers
 - project team
 - steering committee
 - end user
 - supplier/service provider
- Delegating authority may include*
- project sponsor
 - business owner of the project
 - program manager
 - specialist project management office
 - CEO, manager or management representative
 - funding body
 - customer or client
- Project parameters may include*
- scope of project
 - quality standards
 - timelines
 - finances for project
 - integration of project within organisation
 - risks associated with project
 - reporting requirements
 - procurement requirements associated with project
 - physical and human resources available or required for project
- Project plan will include some or all of*
- acquisition strategies
 - budget and financial management strategy
 - continuous improvement process established for the project
 - contract management
 - cost estimates
 - evaluation criteria
 - expected outcomes/measurable benefits of the project
 - facilities
 - inclusions and exclusions from project
 - information/communication strategy
 - intellectual property strategies
 - milestones
 - objectives
 - outputs/project deliverables and their acceptance criteria
 - people plan including human resource management and human

RANGE STATEMENT

- resource development
 - performance criteria/indicators
 - project control mechanisms
 - project implementation strategy
 - project governance strategy
 - purpose
 - quality assurance
 - quality control
 - quality standards for project
 - rationale
 - required project resources
 - resource management
 - risk management
 - roles and responsibilities
 - schedule/timeline
 - task/work breakdown structure (WBS)
- Project management tools may include*
- risk analysis
 - organisational project governance framework
 - communications plan
 - reporting framework
 - project management software and other tools:
 - Gantt and bar charts
 - Program Evaluation and Review Technique (PERT) charts
 - Critical Path Method
 - cost schedule control system
 - logistics support analysis
 - life cycle cost analysis
 - spreadsheets
 - recording systems - electronic and manual
- Support may include*
- mentoring and coaching
 - feedback
 - encouragement
 - additional physical and human resources (within allocated budget) if and as required
 - regular meetings
- Recordkeeping may include systems for*
- financial data including costs, expenditure, income generated, purchases, contracts
 - quality data including survey, needs, test results
 - recording of time spent on project and progress in completing project

RANGE STATEMENT

- progress reports
 - performance reports against milestones
 - correspondence
 - samples, prototypes, models
 - project deliverables/outputs and outcomes
- Component plans may relate to*
- risk management
 - schedule management
 - financial management
 - communication, including reporting
 - resources management
 - logistics management
 - scope management
 - change management
 - quality management
 - people management
- Risk management may include*
- removing the risk
 - minimising the risk
 - accepting the risk
 - preparing a contingency plan
 - allocation of reserves
 - reducing costs
 - researching and applying more efficient methods of completing project tasks
 - seeking further resources to meet deadline
 - negotiating an extension of deadline or redefining completion or quantities or quality of deliverables
 - sharing of ideas to gain improvements to work undertaken within the project
 - outsourcing some aspects of the project
 - changing roles and responsibilities within project team
- Sign-offs may be required by*
- project sponsor
 - business owner of the project
 - program manager
 - specialist project management office
 - chief executive officer, manager or management representative
 - funding body
 - customer or client

Unit Sector(s)

Not applicable.

Competency field

Competency field Project Management